

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, May 10, 2016

9:00 a.m.

Legislative Chambers

Steuben County Office Building

Bath, New York

****AGENDA****

I. CALL TO ORDER

II. APPROVAL OF MINUTES – [April 12, 2016](#)

III. GRIEVANCES

IV. DEPARTMENT REQUESTS

A. County Clerk (*Judy Hunter*)

1. [Semi-Annual Mortgage Tax Distribution](#)

B. Law Department (*Alan Reed*)

1. **Report/Update – Applications for Permission to Appeal as a Poor Person and Assignment of Counsel**

C. Finance (*Pat Donnelly/Tammy Hurd-Harvey*)

1. [Acceptance of Online Payments](#)

D. Purchasing (*Andy Morse*)

1. **Bid Award – Xerographic Copy Paper**

E. Real Property Tax Service Agency (*Wendy Flaitz*)

1. **Rejection of Data Collection RFP**

F. Personnel (*Nancy Smith*)

1. **Reclassification – Community Services**

a. *Senior Account Clerk Typist, Grade X (\$31,880 - \$45,006) to Supervising Clerk, Grade XI (\$33,326 - \$47,047)*

2. **Reclassification – Probation**

a. *Typist, Grade IV (\$24,825 - \$35,046) to Senior Typist, Grade VI (\$26,867 - \$37,928)*

3. **Reclassification – Public Defender**

a. *Typist, Grade IV (\$24,825 - \$35,046) to Senior Typist, Grade VI (\$26,867 - \$37,928)*

4. **Reclassification – Sheriff's Office**

a. *Deputy Sheriff Corporal, Grade XII (\$37,638 - \$58,143) to Deputy Sheriff Sergeant, Grade XIII (\$39,878 - \$60,299)*

5. **Bid Award – EAP Contract**

G. County Manager (*Jack Wheeler*)

1. **Contract Renewal – Mary C. Perham, d/b/a Perham Communications (\$18,000)**
2. **Assistant Public Defender Salary**

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

Please note that the opportunity for Public Comment is only offered at the monthly Legislative Meetings which are held the 4th Monday of each month at 10:00 a.m., unless otherwise noted on the Legislative Calendar. If you have an issue you wish to discuss with a Standing Committee, you must receive the permission of the Chairman of the Standing Committee prior to that meeting and be placed on the agenda.

If you have a disability and need accommodations, please call the Clerk of the Legislature's Office at (607) 664-2247 at least 48 hours prior to the scheduled meeting to advise what accommodations will be necessary.